

ADMINISTRATIVE - INTERNAL USE ONLY

23 February 1973


OFFICE OF PERSONNEL MEMORANDUM NO. 20-46-2

SUBJECT : Residence and Dependency Report, Form 61

RESCISSION: OPM 20-46-1 dated 5 July 1972, same subject

1. The Residence and Dependency Report, Form 61, is completed by all staff personnel when they enter on duty. It contains personal data which is invaluable in handling employee emergencies, especially when the employee is assigned away from the Headquarters area.

2. In order to ensure up-to-date residence and dependency information component Support or Personnel Officers are requested to forward a completed current Form 61 to the File Room, Office of Personnel, 5 E 13, HQ, for each staff employee or staff agent who is departing for assignment outside the Headquarters area and again upon the employee's return. Forms 61 should be completed similarly for contract employees and career agents and forwarded to the Contract Personnel Division, Office of Personnel, 5 E 69, HQ.


Harry B. Fisher
Director of Personnel

STAT

OPM 1-73

ADMINISTRATIVE - INTERNAL USE ONLY